Security Information



14 March 1952

MEMORANDUM FOR: All Personnel, Office of Training

FROM

25X1

: Director of Training

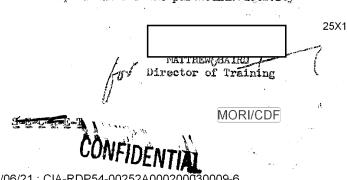
SUBJECT

: Support Staff

1. Effective 17 March 1952, the administrative and training aids activities of the Office of Training (General) and Office of Training (Special) are officially combined and will be performed centrally by the Support Staff, Office of Training. The Support Staff is composed of the Administrative Branch and the Training Aids Branch. The organization, assignments of supervisory personnel, and location of activities are as follows:

Support Staff		Acting Chief L, extension 3732	25X1
Administrative	Room 1303, "I" Building	Administrative Officer A, extensions 3001 and 3274	25X1
Fiscal Se	Room 1306, "I" Building	Chief G. extensions 3736-7	25X1
Personnel [<u>,</u> -	Chief g, extensions 3078 and 3514	25X1
Supply &	Services Section Room 1306, "I" Building	Acting Chief , extensions 3736-7	25X1
Records &	Registration Section	Registrar extensions 3026 and 2449	25X1
Training Aids	Branch	Chief , extension 8272	25X1
library S	grvices Section	Acting Chief extension 3096	25X1
2. Briefly, the functions of the Support Staff are:			

- a. To implement administrative policies, develop administrative procedures, and provide central administrative support for all training activities.
- b. To develop and provide training aids required by overt and covert training programs.
- 3. Detailed procedures implementing these functions will be set forth in a series of administrative regulations for the Office of Training. In the meantime, all personnel desiring information or requiring service are requested to contact the individual responsible for the particular activity as indicated above.



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